

SECRET

16 JUN 1966

MEMORANDUM FOR: Director of Security

SUBJECT : Security Check Procedures in Effect
in PTOS

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1. A review of the security check procedures in the Divisions under the [] has been made. Each Division Chief has submitted in writing the procedures followed in making these checks, and all are following prescribed security procedures dependent upon the size of their respective Divisions.

2. The procedures are as follows:

- a. Each individual checks his own area.
- b. Each Branch has its own responsibility for checking its own area and has a duty roster for that responsibility.

In addition to a and b above, the Tech Division has one person from the Division perform security check duty for the entire area and set up the night alarm system. Also in the case of the Tech Division, the NSO is called when the last person leaves the office. This is an added precaution [] of their location in the []

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3. The check system includes the checking of all safes, typewriters and the top of all office equipment as well as under the desk inspections.

4. The security check in all cases is limited to professional employees with the exception of the Industrial Security Division, which uses its secretaries on rare occasions when all of the professionals are required to be away from their offices in the [] Building at one time.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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5. The following immediate actions were taken by this Directorate upon receipt of your memorandum dated 13 June 1966:

a. A meeting of the Division Chiefs was called immediately to discuss current security check procedures and suggested means to tighten these procedures.

b. A copy of the memorandum has been forwarded to each Division Chief.

c. Special Division meetings have been called to discuss the seriousness of security violations in the Office of Security and the contents of your memorandum.

d. The Safety Staff which formally performed its own security check is now included in the security check of the whole Physical Security Division.

e. [] discussions will continue to ensure continuous consideration is given by the Divisions for ways to tighten the existing security check procedures.

[]
Deputy Director of Security []

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13 June 1966

MEMORANDUM FOR: DD/Sec.
DD/PTOS
DD/IOS
DD/PS
Chief, SRS
Chief, A&TS

SUBJECT : Security Violations

1. I have just reviewed and signed a report to the DDS listing Security Violations in DDS components during the month of May. I note that this Office was charged with three violations. As I have indicated on several occasions in the past, this Office, as the responsible Agency component for Physical Security, simply cannot have security violations, certainly not three in one month. I would suggest that each of you immediately review your security check procedures in each of your components and devise additional checks or tighten existing procedures to ensure that we do not have any more security violations in this Office.

2. I want to be briefed personally and fully on all future security violations in this Office and I intend to devise some form of administrative disciplinary action to be applied in the case of any future security violations irrespective of the number of violations they may have. I want each of you to report to me no later than 20 June as to the action you have taken in this respect.

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Howard J. O'Connor
Director of Security

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TRANSMITTAL SLIP		DATE
TO: DD/PTOS		
ROOM NO.	BUILDING	
REMARKS:		
<p><i>To:</i> [Redacted]</p> <p><i>No action per our meeting, please.</i></p> <p><i>6/14</i></p>		
FROM: Director of [Redacted] ty		
ROOM NO.	BUILDING	EXTENSION

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)